

SWC# 616 Staple Groceries

Contract Information and Usage Instructions

Contract Period: April 1, 2015 through May 31, 2017 with 2 options for renewal through May 31, 2019.

Summary/Background Information: This contract is for food products and distribution to K-12 and other public agencies. This statewide contract is available to local governments.

State Contact Information

Contract Administrator:

Clyde Hicks
Category Specialist
Central Procurement Office
(615) 741-2026
Clyde.Hicks@tn.gov

Secondary Contact Administrator:

Tracy Barber
Category Specialist
Central Procurement Office
(615) 741-4592
Tracy.Barber@tn.gov

Additional State Contacts

Not Applicable.

Vendor Contact Information:

Company name: US Foods
Edison Contract Number: 44057
Vendor Number: 21872

Mailing address of contacts:

US Foodservice Inc
269 Kings Court
Alcoa, TN 37701

Contacts for Accounts Shipped from Knoxville:

Name of contact person (Primary): Jim Gibbs
Position of contact: Account Executive
Phone number(s) of contact: 865-455-0422
Email address of contact: Jim.Gibbs@usfoods.com
Fax: 480-629-6898



Name of contact person (Secondary): Janet Satterfield
Position of contact: Customer Service Rep-Sr.
Phone number(s) of contact: 865-380-3134
Email address of contact: Janet.Satterfield@usfoods.com
Fax: 480-629-6898

Contacts for Accounts Shipped from Memphis:

Name of contact person (Primary): Jimmy Green
Position of contact: Bid Manager
Phone number(s) of contact: 901-363-4541
Email address of contact: Jimmy.Green@usfoods.com

Name of contact person (Secondary): Sidney Thompson
Position of contact: Inside Sales Support
Phone number(s) of contact: 901-363-4541 X3290
Email address of contact: Sidney.Thompson@usfoods.com
Fax: 901-629-6898

Emergency Call Procedures:

Not Applicable.

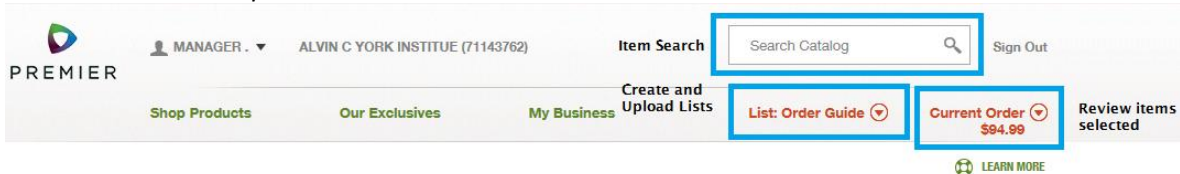
Usage Instructions:

- Contact the Vendor to set up an account. You will need to provide estimated ordering information prior to your first order. Expect that the account set-up and first order process could take up to two-weeks.
- Locations West of I-65 will be shipped from Memphis; Locations East of I-65 will be shipped from Knoxville.
- Orders for the Knoxville shipping location should be sent to: Janet.Satterfield@usfoods.com and copied to Jim.Gibbs@usfoods.com; OR faxed to 480-629-6898, Attention of Janet Satterfield and copied to Jim Gibbs.
- Orders for the Memphis shipping location should be sent to: Sidney.Thompson@usfoods.com and copied to Jimmy.Green@usfoods.com; OR faxed to 901-629-6898, Attention of Sidney Thompson and copied to Jimmy Green.
- Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through the US Foods website.
- The contract contains a list of core items and a cost-plus, catalog option. The prices displayed on the core list and in the catalog already include the cost-plus fee; no additional mark-up should be added.
- Minimum order (exemption) is \$350.00.
- The catalog is available through the following link and requires a username and password that will be assigned during the account set-up process: www.usfoods.com/order

- This contract is not set-up as a punch-out. Requisitions and Purchase Orders need to be created and manually dispatched from Edison following normal purchasing procedures via email or fax to your identified vendor contact.

Below are screenshots containing key functions with notes to help orient you to the US Foods website.

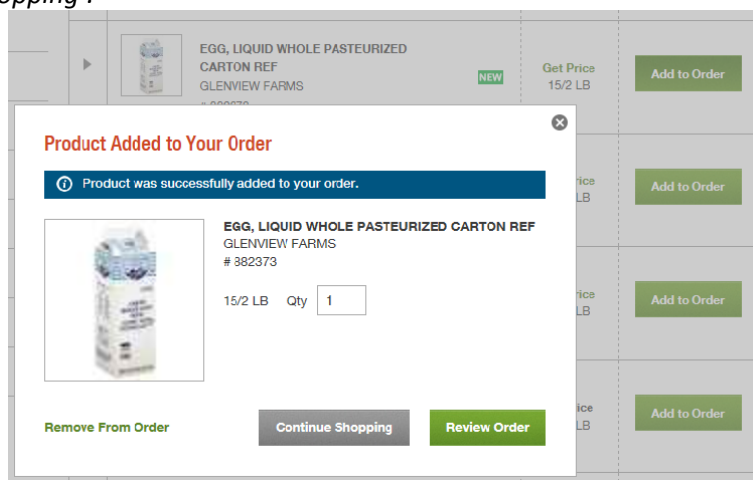
Product Search Example:



➤ *Item search results for 'Chicken' example:*

▶		CHICKEN, BREAST 4 OZ BREADED RAW FROZEN PRIME TYSON # 3054947	<input checked="" type="checkbox"/> Compare	<input checked="" type="checkbox"/> CMA Get Price 42/4 OZ Add to Order
▶		CHICKEN, NUGGET .64 OZ BREADED SEASONED BREAST MEAT CHILD- TYSON # 1484740	<input checked="" type="checkbox"/> CMA \$13.24 / CS 2/5 LB	Add to Order and select your quantity Add to Order

- After selecting 'Add to Order', you will see the options to 'Remove item From Order', 'Review Order', or 'Continue Shopping':



After selecting 'Review Order', you will see all items selected and can make adjustments to your order.

- **In order to create a Requisition, click 'Print' or 'Download' and export as a CSV file and you will have all of the necessary product information to assist with creating your Edison Requisition. Clicking 'Submit' will send order directly to US Foods and will **NOT** create a Requisition and PO in Edison!** 🤖

Review Order
(1) Products Ready To Be Ordered

Can change your product quantity or click X to remove the item

Can Download selected items to a CSV or XML file

Current Order

Total Cases	1
Total Eaches	0
Order Total	\$48.83
Delivery Date	06/24/2015
PO #	Add

Submit

Continue Shopping

Save Order | Cancel Order

Submit will send order through to US Foods and will NOT create a Requisition and PO from Edison!

- **'Download' as CSV file example; it looks just like an Excel file:**

	A	B	C	D	E	F	G	H
1	PRODUCT NUMBER	DESCRIPTION	BRAND	PACK SIZE	PRICE	PRODUCT	CASE QUANTITY	EACH QUANTITY
2	6054688	MILK, EVAPORATED VITAMIN	JERZEE	6/#10 CN	\$48.83	CS	1	0
3								

Requisition and Purchase Order Generation:

For information on how to create a requisition or purchase order please refer to the Reference Material on the Central Procurement Office website: <http://tn.gov/generalservices/article/agency-reference-material>

Billing and Payment Instructions:

FOB Destination in 7-10 Days.
Payment is Net 45 Days.

Asset and Inventory Management:

Not Applicable.